

**TITLE, SERIES, GRADE: Deputy Chief, Narcotic and Dangerous Drug Section, ES-905**

**SALARY RANGE:** \$114,468 - \$172,200\*

\*SES pay is determined within the pay range, commensurate with experience, superior leadership qualifications, and/or other competencies consistent with the agency mission.

**PROMOTION POTENTIAL (IF ANY) TO:** None

**VACANCY ANNOUNCEMENT NUMBER:** 08-SES-CRM-05

**AREA OF CONSIDERATION:** All Sources

**OPENING DATE:** 10/1/08

**CLOSING DATE:** 10/15/08

**DUTY LOCATION:** Criminal Division, Narcotic and Dangerous Drug Section,  
Washington, D.C.

**NUMBER OF VACANCIES:** 1 Position

**JOB SUMMARY:**

The Narcotic and Dangerous Drug Section's core function is to reduce the supply of illegal drugs in the United States by investigating and prosecuting priority national and international drug trafficking and narco-terrorist groups and by providing sound legal, strategic and policy guidance in support of that end. The candidate must have extensive experience in both domestic and foreign policy initiation and development, and legislative drafting and review. The candidate must have experience in supervising investigations and litigation involving narcotics enforcement. The candidate must have strong skills in working with interagency customers and stakeholders on improving the narcotics enforcement program.

The Deputy Chief for the Narcotic and Dangerous Drug Section reports directly to the Chief and provides management and supervision of the Section's personnel. The major duties and responsibilities include: supervising and coordinating the most sensitive Department initiatives regarding priority national and international drug trafficking and narco-terrorist groups; working closely with the Section Chief and other attorneys in the development of policy initiatives and interagency matters; and coordinating with senior Department officials, United States Attorneys' Offices and other federal agencies devoted to narcotics enforcement and the development of enforcement matters against large-scale narcotic traffickers, money launderers and narco-terrorists.

The candidate will have both management and supervisory responsibilities while emphasizing the areas of policy and interagency matters as well as supporting the law enforcement community involved in counter-narcotic missions, including case coordination, information sharing, resource assistance and expert advice. He/she will provide sound legal, strategic and policy guidance to interagency partners to further multi-district cases of growing size and complexity.

**MAJOR DUTIES:**

The Deputy Chief of NDDS will:

- supervise the work of the Section attorneys relating to such matters as drafting electronic surveillance applications, proposed indictments, preparing responses to defense motions

- involving important questions of law, provisional arrest for and extradition of international narcotic traffickers and narco-terrorists, and appeals in criminal drug cases.
- ensure that Section attorneys are properly prepared and trained both in terms of their substantive knowledge and strategic insights.
  - ensure that appropriate technology is utilized to its fullest advantage.
  - assist and advise United States Attorneys' Offices in the preparation of significant and complex interagency, policy, legislative and other matters.
  - serve as a representative on a wide range of Department, interagency and other committees and task forces.
  - coordinate interagency matters.
  - provide assistance and support to the Criminal Division's overseas training and development programs in narcotics-related areas.

#### **MANDATORY QUALIFICATIONS:**

Applicants for this position **must** provide a narrative that demonstrates strong possession of all professional/technical skills listed below **AND** a narrative describing successful performance and creative leadership in prior managerial positions for each of the five Executive Core Qualifications as established by the U.S. Office of Personnel Management (OPM) outlined below under Executive/Managerial Requirements.

**Professional/Technical Requirements:** In addition to the Executive/Managerial requirements, applicants for this position **must** provide a separate narrative that demonstrates strong professional/technical skills as listed below.

- 1) Ability to formulate and implement Departmental policies on all matters pertaining to narcotics enforcement.
- 2) Thorough knowledge of Federal regulatory and investigatory agencies, on-going programs, and key national goals and priorities relating to domestic and international narcotics law enforcement.
- 3) Significant experience in supervising the development and prosecution of Federal criminal cases and reviewing attorney work products.
- 4) Ability to establish and maintain harmonious relationships with the public, members of Congress, and Federal officials involved in narcotic and dangerous drug cases and related matters.
- 5) Extensive familiarity with Classified Information Procedure Act (CIPA) and intelligence community issues.

#### **EVALUATION:**

Candidates will be evaluated on the **professional/technical requirements** identified above based on their total background, i.e., education, training, self-development, awards, outside activities, performance appraisal, as well as work history. If candidates are found to possess all technical

requirements, they will then be evaluated based on the **Executive Core Qualifications** as established by the U.S. Office of Personnel Management (OPM) outlined below.

### **Executive/Managerial Requirements:**

***ECQ 1 - LEADING CHANGE.*** This core qualification involves the ability to bring about strategic change, both within and outside the organization, to meet organizational goals. Inherent to this ECQ is the ability to establish an organizational vision and to implement it in a continuously changing environment.

- **Leadership Competencies:** Creativity & Innovation, External Awareness, Flexibility, Resilience, Strategic Thinking, Vision

***ECQ 2 - LEADING PEOPLE.*** This core qualification involves the ability to lead people toward meeting the organization's vision, mission, and goals. Inherent to this ECQ is the ability to provide an inclusive workplace that fosters the development of others, facilitates cooperation and teamwork, and supports constructive resolution of conflicts.

- **Leadership Competencies:** Conflict Management, Leveraging Diversity, Developing Others, Team Building

***ECQ 3 - RESULTS DRIVEN.*** This core qualification involves the ability to meet organizational goals and customer expectations. Inherent to this ECQ is the ability to make decisions that produce high-quality results by applying technical knowledge, analyzing problems, and calculating risks.

- **Leadership Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

***ECQ 4 - BUSINESS ACUMEN.*** This core qualification involves the ability to manage human, financial, and information resources strategically.

- **Leadership Competencies:** Financial Management, Human Capital Management, Technology Management

***ECQ 5 - BUILDING COALITIONS.*** This core qualification involves the ability to build coalitions internally and with other Federal agencies, State and local governments, nonprofit and private sector organizations, foreign governments, or international organizations to achieve common goals.

- **Leadership Competencies:** Partnering, Political Savvy, Influencing/Negotiating

### **OTHER INFORMATION:**

- The managerial qualifications of a selectee who is not a current or former career Senior Executive Service (SES) employee must be approved by the Office of Personnel Management (OPM) before appointment. In addition, individuals entering the SES career service for the first time are subject to a one-year probationary period.
- If the selectee is not a current employee of the Offices, Boards, or Divisions of the U.S.

Department of Justice, he/she will be required to submit to a urinalysis to screen for illegal drug use prior to appointment.

- Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or non-membership in an employee organization, or on the basis of personal favoritism.
- The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, and to ensure that persons with disabilities have every opportunity to be hired and advanced.

### **HOW TO APPLY:**

To receive consideration, applicants must submit:

- (1) A resume or an Optional Application for Federal Employment (OF612).
- (2) A separate supplementary statement addressing each of the Professional/Technical **and** Executive/Managerial Requirements listed above. Individuals who are current or former Career SES members (approved by OPM and have completed an initial probationary period) need not submit an Executive Core Qualifications statement. Applicants must meet qualification requirements by the closing date of the announcement.
- (3) If you are a current or recent Federal employee, you must submit a performance appraisal issued within the past 12 months, or if none exists, a statement to that effect **and** a copy of your latest Notification of Personnel Action (SF-50).

**Preference is to receive an application via e-mail at [SES.CRMJOBS@USDOJ.GOV](mailto:SES.CRMJOBS@USDOJ.GOV) or faxed to (202) 353-0775. Applications must be received by the closing date to receive consideration.**

Mailed applications **MUST BE RECEIVED BY THE CLOSING DATE of 10/16/08** at:

Department of Justice/Criminal Division  
McPherson Square, P.O. Box 27599  
Attn: Monet Miechowski  
Human Resources Management Staff  
Bond Building, Suite 5000  
Washington, DC 20038

**APPLICATION E-MAIL:** [SES.CRMJOBS@USDOJ.GOV](mailto:SES.CRMJOBS@USDOJ.GOV)

**CONTACT:** Monet Miechowski

**CONTACT E-MAIL:** [Monet.Miechowski@usdoj.gov](mailto:Monet.Miechowski@usdoj.gov)

**CONTACT PHONE:** 202-305-1620

**FAX:** 202-353-0775

**TDD:** 202-305-2918